

LIBRARY MANAGEMENT IS AN IMPORTANT ONE IN THE EDUCATION ENVIRONMENT A VIEW

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ABSTRACT

Library Management System (LMS) is a web based solution which is developed on latest technology focused towards automating the vital activities of the Library.

The LMS Solution can be integrated with Barcode for easy access and retrieval of any item from the Library. An online public access catalog facility can be provided for speedy retrieval of any kind of document. The LMS solution can be linked with self service KIOSKS for quick search and online requisition.

KEYWORDS: Kiosk - Stall, Booth, Patrons - Customers, Clients, INDEST – Indian National Digital Library in Engineering and Science and Technology

INTRODUCTION

Book Processing Work

Books procured Textbooks prescribed for courses bought in multiple copies, General and Reference books and Conference Proceedings purchased in single copies books received as gift from different national and international sources.

Requisition for Books Separate requisition forms for general and textbooks are available in the download menu. One may also access these forms from the library website. Faculty members who wish to recommend new books may please fill up and forward these requisition forms with the signatures of Library Representative and Head to the Acquisition section for further processing. Students may also recommend for textbooks by filling up the requisition forms by the course faculty, Library Representative and Head or course faculty and Dean and forward these to the Section. The Section attends to phone and email queries from the users. Apart from these, a register is kept in the Section to get feedback and for making general enquirers.

Information about New Books The Section receives catalogues and brochures from various national and international publishers. Such materials are displayed in the notice board opposite to the Circulation Counter. Interested users may also browse these catalogues in the Acquisition Section.

Mode of Book Selection

There are three modes of selecting books:

- The faculty members get to know about the books from such sources as journal articles, conference proceedings, brochures sent to them by publishers, and the Web. They send their requisitions to the Library in prescribed requisition forms and the Library decides the suppliers who are best suited to supply the books.
- Suppliers show copies of their books to the faculty members and the faculty members recommend some of these books for procurement to the Library.

- Certain books are received as Gift from different national and international sources.

Suppliers

There are two categories of suppliers, approved and registered. Approved suppliers are those who have obtained approval from the IIT authority and registered suppliers are those who participate in the Technology Book Fairs.

Placing Purchase Orders

The procedure for placing purchasing orders for book-fair and non-book-fair books is the same. Purchase proposals for the books selected by the department/center are received by the Central Library and purchase orders are placed with approved/registered book suppliers/publishing agencies after obtaining approval from the Departmental Purchase Committee (DPC).

How to Shelve Books in a Library

Books must be shelved in a logical, structured system or locating specific books quickly becomes impossible. All libraries in the world use the Dewey decimal system. This system of numerical classifications allows libraries around the world to standardize the cataloging of library materials, such as books, journals and other media.

- Check the spine label on the book. Library systems with catalog staff will attach a spine label to each book with the catalog number first, and then the first three letters of the authors last name, edition and year of publication. The spine labels are a great aid when the books are ready to shelve.
- Read the labels on the book shelf ends. The number ranges tell you the classification of books in that row. In a library, the shelves are placed parallel to each other to make browsing and shelving materials in the collection easier.
- Locate the correct section by comparing the numbers by the hundreds column. When you find a match, go down that row and look for a match of the number in the tens columns and then the ones column.
- Match all three letters of the author's last name within the numerical section. This is the correct place to shelve the book. Accurate shelving is an essential Part of any library.
- Shelve journals or newspapers by arranging in order by date, with the most recent edition on the top, and the older issues below.

Circulation Work

The circulation work is so important in the library. We have to check thoroughly when we issue or return books or other material. Because it would be issued mistake by person for their careless.

Borrowing Materials

Staff and students may borrow books and reserve materials at the Circulation Desk and media items at the Desk with photo ID card. (Anyone not affiliated should check Patrons who check out library materials become responsible for those materials until they are officially checked in again. Books can be renewed at the Circulation Desk, by telephone or by completing the online. Renewals should be made on or before the due date. Books cannot be renewed that are on hold for

another user, have been renewed two times before, or if your library record is blocked. Reserve material, interlibrary loan material, and media items cannot be renewed online. In order to renew books at the end of a semester, students must be registered for the next semester. Charges for overdue books will be added to your library record.

Returning Materials

Library materials from the general circulating collection and reserve materials must be returned to the Circulation Desk. Media items must be returned to the Media Services room. Users are encouraged to request receipts when library materials are returned. No claims regarding return of library materials will be honored without a library-issued receipt. Outdoor book drops may also be used to return books. Please do not put reserve or media items in the book drops. Book drops are located in the front of the library to the left of the front door and at the back of the library on the loading dock.

MEMBERSHIP WITH LIBRARY NETWORK

Each and every library must have network with any other consortium Like DELNET, INFLIBNET.

CONSORTIA IN INDIA

The accessibility to international journals in Indian universities and technical institutions has improved many fold with setting-up of a few Government-funded library consortia. Prior to setting up of these consortia, the access to e-journals was restricted to a premier institutions like IISc, IITs, IIMs and a few central universities who were subscribing to a few e-resources including bibliographic databases on CD ROM, a few e-journals accessible free with subscription to their print versions and a negligible fraction of journals on subscription. After launch of the “Indian National Digital Library in Engineering Sciences and Technology (INDEST) Consortium” in 2003 and “UGC-INFONET Digital Library Consortium” in 2004, availability and accessibility of e-resources increased phenomenally in centrally-funded technical institutions (IITs, IISc, IIMs, IIITs, etc.) and universities, setting in a new culture of electronic access and browsing in educational institutions. A number of library consortia have emerged in India in past five to six years. Some of the important consortia below:

LIST OF CONSORITIA

- **INDEST-AICTE Consortium**
- **UGC-INFONET Digital Library Consortium**
- **CSIR E-Journal Consortium**
- **MCIT Library Consortium**
- **DAE Consortium**
- **ERMED-NML Consortium**
- **Forum for Resource Sharing in Astronomy (FORSA)**
- **Consortium for e-Resources in Agriculture (CeRA)**
- **Health Science Library and Information Network (HELINET)**

All the above Consortia in India could be categorised under the following:

Open Consortia: This type of consortia is very flexible and it is the wish of members of consortia to join and leave at any time when they please. INDEST Consortium is an example to this.

Closed Group Consortia: It is within defined group either by affiliation and collaboration, among them like CSIR, DAE, IIM Consortium and the formation and operation of the consortia guidelines and its administration are fairly simple and easy.

Centrally Funded Consortia: In this model, consortium will solely depend on the parent body, usually a Government Agency. A few examples are INFONET by UGC, ICMR, CSIR.

Shared-budget Model: In this model, the participating libraries take the lead and form the consortium. IIM and FORSA are examples of this model.

Publisher Initiatives: The Consortium for Emerald Full-Text Library (published by the Emerald Publishing Group) is recent example. Here, consortium members will get deep discount price to the participating libraries. Few of the INDEST members have joined the Open Consortium offered by Wiley to get cross access to resources.

National Consortium: The significance of this model is national level licensing of products, as in INDEST and UGC INFONET.

Now we will look in greater detail at the two major Consortia in India- namely INDEST and UGC-INFONET.

Training of Users and Library Staff

The INDEST-AICTE Consortium has signed tripartite agreements with the publishers of electronic resources and with their local vendor as third party responsible for providing training on resources at various member institutions. All institutions have been requested to take benefit of this arrangement and organize training programmes on various resources within their institutions. The INDEST-AICTE Consortium holds extensive training programme for the benefit of Library staff members from various institutions. Besides, all IITs / IISc, IIMs and NITs are also assigned to conduct training programmes on themes decided by the National Steering Committee at regional level /national level.

Analysis of Usage of E-Resources by the Core Members

Most publishers maintain detailed usage statistics compliant to an international standard called “Counter” for resources offered by them to the Consortium. Comparative usage statistics for member institutions is obtained from the publishers and is made accessible to the member institutions on the INDEST Web Site through an interface called e-RAMS (Electronic Resource Access Management System). Institutions with low usage are requested to optimize their usage. The analysis of usage statistics of e-resources by member institutions reveals consistent increase in usage of all e-resources from the year 2003 to 2015.

E-RESOURCE IN LIBRARY

- The library may have purchased access to an aggregated database that includes the full text of the journal the patron wants
- The journal (or only the specific article)may be freely available online, either on the Publisher's site or as part of an open access resource (e.g., an institutional repository or PubMed Central)

- The article may be available for a fee from the publisher/vendor site or a document delivery service
- The article may only be available via interlibrary loan. We should subscribe online journals like **IEEE, ASME, ASTM, and IESTC, ELSEVIER, J-GATE, AND SPRINGER** to our library. It will utilize by the users so they make knowledge in their subject, and they can update their knowledge.

CONCLUSIONS

The world of journal literature has changed dramatically in the last decade and continues to change rapidly. To respond to these changes effectively, libraries should focus on the needs of users and find ways to make journal literature more easily accessible. A key component in that vision is providing one-stop shopping for as many relevant journals as possible, both via the library catalog and at the point of need via a link resolver. Currently libraries can provide one-stop shopping for print and electronic journals; including titles from aggregated databases, as well as some free titles. But this vision often must be compromised as libraries weigh benefits to users against staff time and resources required to deliver all relevant journal information to their users. Meanwhile, providing access to individual articles, whether free or available for paid download, remains the most challenging aspect of the one-stop-shopping ideal. So, libraries cannot provide complete one stop shopping for all journal literature of interest to their users. But they can provide simplified access to some of it and work with vendors and standards organizations to facilitate access to the rest. Library users deserve nothing less.

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